

# REQUEST FOR DISCLOSURE OF PUBLIC RECORDS



*Please print all information:*

*Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.*

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

**Address/City/ST/Zip**\_\_\_\_\_

**E-mail Address**\_\_\_\_\_

**Name & Date & Description of Requested Record:** (Please be specific in your request.)

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I give permission to redact any information that is  
confidential pursuant to Section 552 of the  
Texas Government Code (Open Records Act):

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date of Request*

\*\*\*\*\***Do Not Write Below This Line – For Office Use Only**\*\*\*\*\*

\_\_\_\_\_  
**\*\*Signature of Staff Receipt**

\_\_\_\_\_  
**Date of Receipt**

**Staff Routed to**\_\_\_\_\_

**S  
T  
A  
F  
F**

**Indicate form of retrieval:**

☐ Pick-up  
☐ E-mail

☐ Mail  
☐ Fax

**Staff Comments:**

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Forward to \_\_\_\_\_

Reviewed by \_\_\_\_\_

Released by \_\_\_\_\_

Pages \_\_\_\_\_ Fees Due \_\_\_\_\_

Date Approved \_\_\_\_\_

Date Disclosed \_\_\_\_\_

Review by City Attorney \_\_\_\_\_ Yes \_\_\_\_\_ No

Ruling from Attorney General \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Submitted to AG \_\_\_\_\_

Returned from AG \_\_\_\_\_

Approved for Disclosure by AG \_\_\_\_\_